

Chapter 8 Checklist/Agency Readiness

Chapter 8, Section 1

About this chapter

8.1.1 Purpose of this chapter

Format for this chapter

This chapter will be presented in a format that agencies can use to “cut and paste” key milestones and deliverables generic to each competitive contracting solicitation. This ensures:

1. That the agency accounts for the minimum requirements under the rules and law
2. That the agency prepares a sound plan.

This chapter is not intended to provide guidance on project management techniques and methods. This chapter will be divided by the four distinct phases of a competitive contracting project:

- Pre-notification activities
- Potentially displaced employee notification and alternatives phase
- Solicitation and award
- Transition

An Excel[®] spreadsheet will be made available by GA for agencies to use as a template.

Note: *OFM’s Guide to Personal Services Contracting, Appendix F and Guide to Client Services Contracting Appendix G contain additional checklists that may be helpful in planning a competitive contracting acquisition. They can be found at: <http://www.ofm.wa.gov/contracts.htm>*

8.1.2 Project management

Most agencies manage projects today and competitive contracting, from the initial identification and screening of possible services, to a transition to a service provider should be managed as a single program or project. The Department of Personnel, as well as, a host of others provides training, software, and consulting to help agencies manage projects.

8.1.3 Overall timeline

Below is an example of an overall timeline to control key milestones during the competitive contracting project. The timeframes listed are for reference only. Agencies should consult RCW 41.06.142, WAC 236-51, and any applicable collective bargaining agreement(s) for specific time-frame requirements.

Competitive Contracting Project Timeline, Milestones, & Deliverables	Month 01	Month 02	Month 03	Month 04	Month 05	Month 06	Month 07
Pre-notification activities							
Potentially displaced employee notification (at least 90 calendar days prior to soliciting bids)							
Solicitation							
Transition							

*Chapter 8, Section 2***Pre-notification activities**

The table below represents a list of activities prior to notification of potentially displaced employees.

Note: *Each agency is responsible for reviewing and abiding by applicable laws and rules around competitive contracting. The list below includes those requirements along with other deliverables but should only be used for guidance.*

Competitive Contracting Project Tasks, Milestones, & Deliverables
Pre-notification activities
Agency contract management and monitoring process
<ul style="list-style-type: none"> Performance based agreements Process for measuring contract performance, costs, service delivery quality, and other contract standards Contract cancellation process for non-performance
<ul style="list-style-type: none"> Review agency strategic plan Review agency activity inventories For IT-services, review ISB policies, standards and guidelines Review agency IT portfolio with the DIS Senior Information Technology Management Consultant for IT-related CC
Identify possible service for competitive contracting
<ul style="list-style-type: none"> Document activities Evaluate activities Prioritize services for competitive contracting Determination of a competitive market Risk assessment (start - update and review throughout the term of the contract)
Business requirements
Define the service
Current state
<ul style="list-style-type: none"> Statement of business problem or opportunity Description of service ID employees potentially displaced by contract ID employees exempted by RCW 41.06.070 Employee readiness Current service delivery costs

Competitive Contracting Project Tasks, Milestones, & Deliverables

Future state

Desired results

What constitutes success

Business Requirements Analysis

Work analysis

Performance analysis

Verification plan

PWS developed

QAP developed

Contract requirements

State standards as required by WAC 236-51-210

Measurable standards for performance

Methods used to measure contract performance

Terms and conditions

Provisions for awardee (other than an EBU) to consider employment of displaced state employees

Cancellation provisions for improper or failed performance

Solicitation documents developed

Bidder instructions

Submittal requirements

Cost and non-cost evaluation criteria

Point of contact for receiving ***complaints*** or appeals

Plan for publication and notice of award/intent to award

Complaint process

Appeal process

Method to publish solicitation

Potentially displaced employee notification prepared

Resources identified for potentially displaced employees to offer an alternative to competitive contracting

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Potentially displaced employee notification and alternatives phase

The table below represents a list of activities conducted post notification and up to publication of the solicitation; this includes the alternatives phase and EBU formation.

Note: *Each agency is responsible for reviewing and abiding by applicable laws and rules around competitive contracting. The list below includes those requirements along with other deliverables but should only be used for guidance.*

Competitive Contracting Project Tasks, Milestones, & Deliverables
Potentially displaced employee notification (at least 90 calendar days prior to soliciting bids)
Alternatives phase
Potentially displaced employee alternative tendered within 60 calendar days of notification
Agency considers alternative
Agency rejects or accepts alternative
If applicable, agency monitors performance of employee alternative
If applicable potentially displaced employees decide to form an EBU to bid on solicitation
EBU notifies agency
Identifies the potentially displaced employee members in the EBU
EBU designates leader(s)
EBU submits a resource plan
Agency evaluates EBU resource plan

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Solicitation and award

The table below represents a list of activities that occur after the solicitation is published and through award/appeal (if any).

Note: *Each agency is responsible for reviewing and abiding by applicable laws and rules around competitive contracting. The list below includes those requirements along with other deliverables but should only be used for guidance.*

Competitive Contracting Project Tasks, Milestones, & Deliverables
Solicitation
Bids received
Bids evaluated
Notice of intent to award issued
Complaints (if any)
Negotiations with apparent successful bidder
Award
Appeals (if any)
OFM Filing of Personal Services Contract (if required)

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Transition

The table below represents a list of activities that occur after award/appeal (if any) through the transition to the awardee service provider. Chapter 9 of this manual goes into greater detail on planning and managing this transition.

Note: *Each agency is responsible for reviewing and abiding to applicable laws and rules around competitive contracting. The list below includes those requirements along with other deliverables but should only be used for guidance.*

Competitive Contracting Project Timeline, Milestones, & Deliverables
Transition
Preliminary transition plan created
EBU award transition
Acquiring new resources
Creating new position descriptions
Laying-off or re-classification of displaced employees (non-EBU members)
Re-classifying and re-appointing EBU members
Implementing new operating procedures
Private service provider award transition
Acquiring new resources
Laying-off or re-classification of displaced employees
Transition of state employees to the employment of a private service provider (if applicable)
Use of or access to state property and facilities
Disposition of materials and equipment not needed by the private service provider
Contractor or EBU perform service or function per the contract